

Queries for Cleaning Up Transactions

MAY 2019

The Month-End & Year-End Process for Transactions

List of Queries

How to run queries to find stuck transactions

How to determine what an error means

Additional Resources

What are Queries?

- Set of Codes

What do Queries do?

- Generate reports of stuck transactions

Valid vs Invalid

Month-End & Year-End Close Dates

Why we need to clean up transactions?


- Spend Entire Budget
- Spend Throughout the Year
- Remove Money from Pre-Encumbrance

What Happens To Transactions At Month End

For this transaction...	This happens at end of month ...
Budget journal or transfer	Accounting Services deletes or posts them.
Campus journal	Accounting Services deletes or posts them.
Any type of voucher	Accounting Services rolls them forward to the next month (by changing the accounting date to the new month).
Requisitions and purchase orders	Requisitions and POs are posted in the month they are processed in (which can be a future month).
Deposits and billing entries	Deposits are posted in current month.

What Happens To Transactions At Year End

For this transaction...	This happens at end of year ...
Budget journal or transfer	Accounting Services deletes or posts them.
Campus journal	Accounting Services deletes or posts them.
Any type of voucher	Accounting Services deletes or posts them.
Requisitions and purchase orders	Requisitions are deleted. POs are rolled-over into the next year.
Deposits and billing entries	Deposits are posted as long as they are submitted and cash delivered by June 30 at noon.



Queries for Month-End and Year-End Close

From the Admin WorkCenter home page, choose **WorkCenter > General Finance > Query Viewer**

ConnectCarolina has five types of queries that help you find incomplete financial transactions. They are queries that show:

- Edit errors
- Budget checking errors
- Transactions not yet posted
- Voucher payment lines
- Transactions in an approval worklist

The table below lists the available queries. Each type of financial transaction has unique edit, budget, unposted, and approval worklist queries.

Query Tips:

- Don't leave any of the search fields blank.
- Use the wildcard % to do a partial search.
- The underscore _ works as a wildcard for a specific position.
- You can download queries to Excel.
- Search fields are not case sensitive.

We recommend you first run queries that show edit and budget errors. Once those are fixed, you can run the queries that show unposted transactions and transactions waiting for your approval.

Query Category	Transaction	Query Name
Edit error queries	Purchase Orders	NC_PO_EDIT_ERRORS
	Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DEPT
	Campus Journals (GL)	NC_GL_JOURNAL_EDIT_ERRORS_DEPT
	Deposits (<i>Requires enhanced access</i>)	NC_AR_EDIT_ERRORS
Budget error queries	Requisitions	NC_KK_ERRORS_REQ_DEPT
	Purchase Orders	NC_KK_ERRORS_PO_DEPT
	Vouchers (<i>Requires enhanced access</i>)	NC_KK_ERRORS_VOUCHERS_DEPT
	Budget Journals	NC_KK_ERRORS_BUD_JRNLS
	Campus Journals (GL)	NC_KK_ERRORS_JOURNALS_DEPT
	Deposits	NC_KK_ERRORS_AR_MISCPAY_DEPT
	Payroll	NC_KK_ERRORS_PAYROLL
Transactions in unposted status	Vouchers	NC_AP_UNPOSTED_VOUCHERS
	Budget Journals	NC_GL_BUD_JRNL_NOT_POSTED_DEPT
	Campus Journals (GL)	NC_GL_JRNL_NOT_POSTED_DEPT1
Requisitions in any status (since requisitions don't post)	Requisitions	NC_EP_REQ_STATUS
Voucher payment queries (includes both Posted and Unposted status)	Vouchers with paid or partially paid lines	NC_CPS_VCHR_PMNT_INFO_UNCCH1
	Vouchers with no paid lines or partially paid lines	NC_CPS_VCHR_NOT_PAID_UNCCH1
Approval worklist queries (Approver must be logged in as themselves for the approval queries to show data)	Requisitions (<i>Requires enhanced access</i>)	NC_REQ_APPROVAL
	Vouchers	NC_VCHR_APPROVAL
	Campus Journals (GL) (<i>Requires enhanced access</i>)	NC_JRNL_APPROVAL

Your Checklist:

- Departmental Approval
- Decipher Error Codes
- Delete it or Resolve it

Identifying Transactions That Are Stuck

Why they are Stuck?

- Edit Errors
- Budget Errors
- Unposted Transactions

Queries

- Edit Errors
- Budget Errors
- All Transactions

The Game Plan to work through Queries

Step 1: Edit Errors

	Transaction	Query
Edit Errors	Purchase Orders	NC_PO_EDIT_ERRORS
	Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DPT
	Deposits	NC_AR_EDIT_ERRORS
	Campus Journals (GL)	NC_GL_JOURNAL_EDIT_ERRORS_DEPT

REMINDER: Reference your STUDENT GUIDE & QRC for valid queries.

Origin is where the voucher was entered:

- CMP – Campus voucher
- XML – vendor catalog order
- RMB – web travel voucher
- ONL – non vendor catalog order
- INN, LAW, etc. – these are interfaces. The three letters identify the interface, such as INN for Carolina Inn.

Job ID indicates type of error

- Online = invalid or missing chartfields
- AP_MATCH = match error
- APVCHREDIT = error in either amount, chartfield, or accounting date

More detail about the error, such as the specific match error or the chartfields in error

NC_AP_EDIT_ERRORS_VOUCHERS_DPT - Voucher Edit Errors by Dept

Unit
 Dept

Download results in : [Excel SpreadSheet](#) [CSV](#) [Text File](#) [XML File](#) (38 kb)

View All

	Unit	Voucher	Origin	Job ID	Field Name	Long Name	Msg Parm3
1	UNCCH	51644271	ARC	APVCHREDIT	INVOICE_ID	Application Edit	

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Dept	Acctg Date	User	Entry Status	Invoice	Inv Date
411490	03/01/2015	cbdodson	R	10032014	10/01/2014

Voucher statuses:

- Complete
- Deleted
- Modified
- Open
- Postable
- Recycle
- Scheduled for Payment

- The most common place for budget errors are vouchers and campus journals. You should check those every day.
- Check other transaction types at least once weekly.

	Transaction	Query
Budget error queries	Requisitions	NC_KK_ERRORS_REQ_DEPT
	Purchase Orders	NC_KK_ERRORS_PO_DEPT
	Vouchers	NC_KK_ERRORS_VOUCHERS_DEPT
	Deposits	NC_KK_ERRORS_AR_MISCPAY
	Campus Journals (GL)	NC_KK_ERRORS_JOURNALS_DEPT
	Budget Journals	NC_KK_ERRORS_BUD_JRNLS
	Payroll	NC_KK_ERRORS_PAYROLL

REMINDER: Reference your STUDENT GUIDE & QRC for valid queries.

Tran ID	Tran Date	Tran Type	Unit	Voucher	Acctg Date	Ledger Grp	Excptn Type	Long Name
1	0000148331	10/01/2014	AP_VOUCHER	UNCCH	50000134	03/01/2015	OSR_PAR E1	Exceeds Budget Tolerance

Budget error. See Budget Error reference for a full list.

Fund	Source	Account	KK Dept	PC Bus Unit	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Msg	Msg Parm1	Msg Parm2	Msg Parm3	Msg Parm4
25210	49000	500100			5055508					0				

Where the voucher was entered.

Instance	User	Last Update	Origin	Dept	Invoice
735645	cereid	cereid	CMP	#11201	6052088

Unposted queries show all transactions that aren't posted, including transactions:

- With edit errors
- With budget errors
- Still in the approval process
- Approved but not yet posted (Posting runs once per day after 6:00 p.m.)

	Transaction	Query
Transactions that have not posted queries	Vouchers	NC_AP_UNPOSTED_VOUCHERS
	Budget Journals	NC_GL_BUD_JRNL_NOT_POSTED_DEPT
	Campus Journals (GL)	NC_GL_JRNL_NOT_POSTED_DEPT1

The requisition status query shows the status of all requisitions. Requisitions do not “post”.

	Transactions	Query
Open requisitions	Requisitions	NC_EP_REQ_STATUS

REMINDER: Reference your STUDENT GUIDE & QRC for valid queries.

Your goal – all transactions should be completed through department approval

View All

	Unit	Voucher	Dept	Acctg Date	User	Last Updated By
1	UNCCH	50000134	411201	03/01/2015	cereid	cereid
2	UNCCH	50000184	412202	03/01/2015	lstrapp	jbarnhar

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Origin	Entry Status	Post Status	Approval Status	Invoice	Inv Date
CMP	Postable	Unposted	Pending	052068	08/31/2014
CMP	Postable	Unposted	Denied	ns0001	10/01/2014

- **Denied** – you need to work those
- **Approved** – those are complete
- **Pending** – could be pending with the department or with central office. The accounting date can be an indicator or where it is pending, i.e., it is typically not pending long with central office.

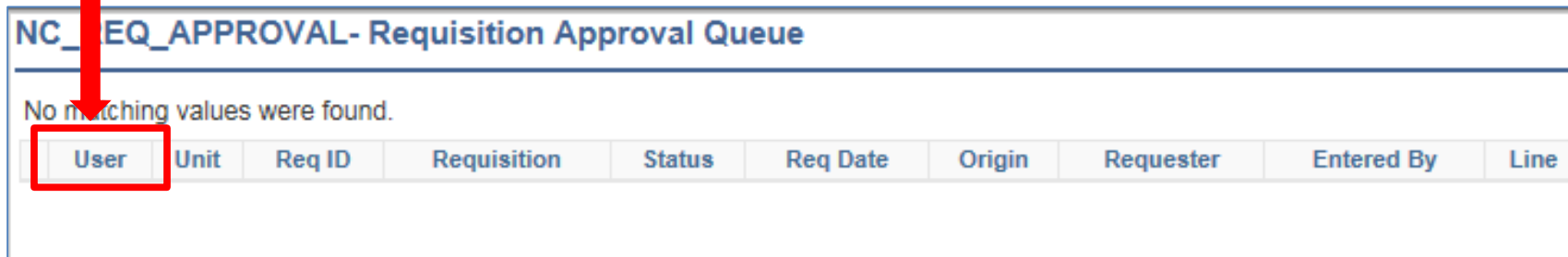
WARNING: This is linked to your ONYEN and only if you are an approver.

	Transaction	Query
Vouchers, budget journals, and campus journals in unposted status	Vouchers	NC_AP_UNPOSTED_VOUCHERS
	Budget Journals	NC_GL_BUD_JRNL_NOT_POSTED_DEPT
	Campus Journals (GL)	NC_GL_JRNL_NOT_POSTED_DEPT1

	Transaction	Query
Requisition in any status	Requisition	NC_EP_REQ_STATUS

- Shows transactions currently in a worklist.
- If a transaction has been approved or denied, this query won't show it.
- The approval queries are keyed by approver ID. The approver must be logged in as himself to see the transactions.
- You can only view one person's worklist at a time.

Approver ID



NC_EQ_APPROVAL- Requisition Approval Queue									
No matching values were found.									
User	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	Entered By	Line

Vndr SetID	Vendor	Vnd Itm ID	Category	Distribution Li	Fund	Dept	Amount	Drilling URL
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Resources to Help You

- ccinfo.unc.edu
- Help Button in CC
- CC Newsletter
- 962-HELP
- InfoPorte